



METROPOLITAN
TRANSPORTATION
COMMISSION

Joseph P. Bort MetroCenter
101 Eighth Street
Oakland, CA 94607-4700
TEL 510.817.5700
TDD/TTY 510.817.5769
FAX 510.817.5848
E-MAIL info@mtc.ca.gov
WEB www.mtc.ca.gov

Memorandum

TO: Bay Area ITS Architecture Maintenance Committee DATE: March 27 2007

FR: Pierce Gould (MTC) and Melissa Hewitt (KHA)

RE: Regional ITS Architecture Update Steering Committee Minutes

The second Steering Committee for the Regional ITS Plan was held on March 27, 2007 at MTC.

1. Welcome
2. Summary of the Regional ITS Plan Stakeholder Workshop held on March 12, 2007
 - a. The Kimley-Horn and Associates, Inc. team presented the results of the first stakeholder workshop including attendance (approximately 50 people in attendance) and the project inventory update.
 - b. The attendees at the first stakeholder workshop completed a survey about their use of the ITS Plan. 55% of respondents have never used the Regional ITS Plan. The respondents thought the plan could be more interactive, more illustrative, and provide links to free resources, among other comments.
3. Discussion of ITS Issues
 - a. The first stakeholder workshop included a discussion of ITS issues in the area. Those results were presented to the Steering Committee for comment.
 - b. One recommendation is for a clearinghouse of ITS help questions.
 - c. MTC should drive policy and help with interregional implementation.
 - d. There should be incentives for interregional projects to encourage agencies to use money outside their jurisdiction.
 - e. There is a need to manage the proprietary nature of technologies and encourage open architectures.
 - f. ITS infrastructure is critical to disaster response.
4. Deliverable #1 – Project Inclusion Criteria
 - a. The first deliverable – Project Inclusion Criteria – provides guidelines for stakeholders on which projects to submit for the update.

- b. The deliverable outlines the project-based concept of the Plan with most projects included with noted exceptions. This makes the plan more user-friendly since people think in terms of projects not systems.
- c. A perceived weakness of the original plan is that it is hard to find where projects fit in.
- d. Common projects can be rolled up, but need to make it clear how they are rolled together.

5. Streamlining for Use and Maintenance

- a. Kimley-Horn and Associates, Inc. suggestions for streamlining the Plan include:
 - i. Minimizing jargon
 - ii. Maintain the project-focused structure
 - iii. Plan shown for each stakeholder's viewpoint
 - iv. Web based plan
- b. The purpose of the recommendations is to make the plan more user-friendly. Each stakeholder will be able to use the Plan to find out specifically how their projects interact with other. The web-based plan provides links to definitions, other sections, and individual agency information (projects, agreements, etc.)
- c. The Plan should provide goals and vision to serve as a policy document.
- d. Overall vision has not changed much, but needs to be confirmed.
- e. The web format should be printable and searchable.

6. Next Steps

- a. Submit projects for the project inventory
- b. Next Stakeholder meeting May 10